



North Dakota Aeronautics Commission

Thursday, June 1, 2023 – 1:00 PM
Aeronautics Commission Conference Room
Bismarck, ND

Chair Kyle Humann called the meeting of the North Dakota Aeronautics Commission to order at 1:00 PM on Thursday, June 1, 2023.

COMMISSIONERS PRESENT:

Kyle Humann, Chair
Kim Kenville, Member
Warren Pietsch, Member
Jay B. Lindquist, Member (via phone)
Steve Blazek, Member

STAFF PRESENT:

Kyle Wanner, Director
Adam Dillin, Airport Planner
Grant Erwin, Airport Planner
Gaye Niemiller, Admin Officer

OTHERS PRESENT:

Ron Lundquist – City of Kindred (via phone)

Kyle H. called the meeting to order at 1:00 pm and roll call was taken.

3/30/23 Meeting Minutes – Minutes were approved as is.

Aviation Education Grant EDU23-06 Kindred High School Aviation Program – Kyle Wanner reviewed the educational grant application with the Commission. The NDAC staff recommended moving forward with the project as NDAC has funded similar programs throughout the state, and they have been very successful. This grant request is also similar to past grant funding approvals that supported starting up new high school aviation programs.

Ron Lundquist from Kindred was in attendance to address the commissioners. Ron stated that he has been trying for eight years to start an aviation high school program going in Kindred. Ron also informed the Commission that he believes there are already approximately 35 students signed up for the program and it has already been split into two groups. They were originally hoping to have 12 students sign up and so they have already exceeded their expectations. Kim made a motion to fund \$8,444 to reimburse at a 100% rate to reimburse invoices received for the program. Jay B. seconded. All ayes, no nays. Motion carried.

Financial Statements – Gaye reviewed the March and April 2023 financial statements. No changes were requested.

NDAC Staff Activity Report – Kyle provided the Commission with information related to recent staff activities and he highlighted the following items:

- Kyle attended a Dickinson Airport Authority meeting and discussion with city leadership to review options on renovating or relocating their Commercial Terminal Building. The airport authority has recently made the decision to move forward with pursuing a new greenfield option.
- Adam, Grant and Gaye met with representatives from Zimmerman Contracting and Knife River to discuss statewide airport pavement crack sealing needs.
- Kyle, Mike, Gaye, and Janell received training for the communications platform – Constant Contact.
- Adam, Grant, and Mike conducted two different 5010 airport inspection trips. Airports that were covered were Ashley, Ellendale, Beach and Bowman. The agency aircraft was utilized for transportation.
- Mike attended the AUVSI Xponential conference in Denver and was a panelist along with the NPUAS Test Site.
- Kyle, Adam, and Grant attended the National Aviation System Planning Symposium in Irvine, CA.
- Kyle attended the UAS Detection and Mitigation Aviation Rulemaking Committee initial plenary meetings in Washington D.C.

Legislative Updates – Kyle W. supplied the Commission with a Legislative Update report and led a discussion on how certain bills impact the Aeronautics Commission and/or aviation community.

Airport Grant Recommendations – Kyle W. provided a strategic review of the purpose and mission of the North Dakota Aeronautics Commission. He also described the overall planning and grant process and provided details on the various funding sources that will be utilized for grant awards. He also reviewed the challenges with the current bidding environment as well as the supply chain and inflationary issues that the airport projects have been experiencing.

Adam and Grant presented the grant recommendations from their internal review of all of the applications that were received for both the Commercial and General Aviation Airports. Multiple questions were asked of the NDAC staff and discussion took place regarding the priority and justification of various airport projects throughout the state.

Kim made a motion to approve the recommended motion, as follows:

“The Aeronautics Commission moves to allocate the \$97,008.69 from the one-time SIIF appropriation to the following airport projects:

Bismarck Airport

- FAA 2018 AIP #59 - Runway 13/31 Reconstruction Phase 3 - \$7,397.69 at 5%
- Concrete Panel Replacement and Joint Sealing – 2022 - \$18,704.00 at 90%

Fargo Airport

- FAA 2020 AIP #51 - Cargo Apron Expansion Phase IV - \$70,907.00 at 50%

Warren seconded the motion. All yays, no nays. Motion carried.

Adam and Grant continued their recommendations by reviewing the crack sealing and non-federal project information, and, upon completion of the review of NDAC staff recommendations, Warren made a motion to approve the grant allocations, as follows:

“The grant spreadsheet denotes which projects are designated to receive funding from the different state funding sources that are available. The Airport Infrastructure Fund allocation is approved in the amount of \$10,296,851. A 2021-2023 Aeronautics Commission Special Fund allocation is approved in the amount of \$4,650,473.31, and a 2023-2025 Aeronautics Commission Special/General Fund appropriation is approved in the amount of \$4,975,061.

The airport grants designated for any of the NDAC Special/General Fund appropriations are approved with the intent that any received grant reimbursements will first be applied to the NDAC Federal State Fiscal Recovery Fund appropriation. Once the Federal State Fiscal Recovery Fund Funds have been dispersed, NDAC special fund or general fund appropriation will be applied to the remaining grant allocations.”

Jay B. seconded the motion. All yays, no nays. Motion carried.

Review of Agency GR Policies – The North Dakota Aeronautics Commission GR policies are reviewed and approved every three years and now is the time to conduct that review. Kyle provided the Commission with the grant polices GR-1 through GR-4.

There were no proposed changes to GR-1 “Airport Grant Request Procedures”. Kim moved to approve as written. Kyle Humann seconded the motion. All yays, no nays. Motion carried.

There were no proposed changes to GR-2 “Airport Grant Funding”. Jay B. moved to approve as written. Kim seconded the motion. All yays, no nays. Motion carried.

Kyle W. discussed the proposed changes to GR-3 “Priority Rating of Airport Projects”. The Commission discussed the updated policy and Kyle Humann moved to approve as presented with the changes. Kim seconded the motion. All yays, no nays. Motion carried.

There were no proposed changes to GR-4. Kim moved to approve as written. Kyle Humann seconded the motion. All yays, no nays. Motion carried.

Building 22 Update – Kyle updated the Commissioner’s on the status and timeline of our continued use of office space in Building 22, paying rent to the City of Bismarck for our office space.

NDAA Update – Kyle W. provided an update on the status and direction of the North Dakota Aviation Association (NDAA). He stated that the recently hired a part-time director, however that individual had resigned after accepting a different full-time position. The NDAA board will need to continue to have conversations regarding the management of the group and to work towards actively engaging the aviation community with their strategic goals and mission. The Fly-ND conference will be in Grand Forks

next spring and the site committee is already at work discussing initial preparations. The aviation quarterly was also discussed as there are concerns about the expenses of printing the publication. NDAA will be trying a 'digital only' edition for this summer's magazine and will be asking for feedback. NDAA's Summerfest is also planned to coincide with the Bowman Fly-In on June 17th.

Executive Session – The Commissioners elected to go into executive session to discuss the evaluation of the NDAC director.

Director Evaluation – The commission reconvened, and Kyle H. thanked Kyle W. for another successful year of employment and thanked him for his ongoing leadership and commitment to the organization. Kim moved to adopt the salary increase that the evaluation committee recommended for Kyle W. Jay B. seconded the motion. All yays, no nays. Motion carried. A memorandum on this decision will be provided for the office to be kept on file.

Old Business – None.

Other business – All of the Commissioners and NDAC staff acknowledged Jay B. for his 30 years of service as a Commissioner for the Aeronautics Commission. Jay B. had recently declined applying for a reappointment to the Commission and his term will end on June 30th, 2023 (pending appointment of a new commissioner). Jay B. thanked the group and discussed how proud he was of the work and growth of the organization over the last 30 years.

The Annual Grant Meeting will be held at the Bismarck Airport Terminal on Thursday, June 15th, beginning at 9:00 a.m. Agenda and information on that meeting will follow.

Meeting adjourned at 5:00 p.m.